



VTEL IPanel VCS 5.0 User Guide

IPanel 3200



IPanel 3700

IPanel 4200

IPanel 2600



Initial Setup

IPanel 2600/3200/4200

Please verify the following items are included with your shipment; camera with mounting bracket, camera power supply, wireless keyboard, PC power supply, DVD player power supply, panel IR remote, and software (including Windows XP Pro).

1. Camera mounting

A. Remove camera and camera mounting plate from the camera box (located in the accessories box).



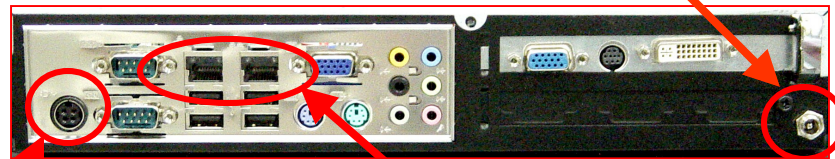
B. Using a Philips screwdriver remove the large silver screw from the bottom of the camera and use it to mount the camera mounting plate to the camera. Be careful not to over tighten the screw. Note: The L-shaped part of the mounting plate (containing two small holes) should face toward the back of the camera.

C. Remove the two small black screws located at the top rear of the LCD monitor and use them to mount the camera assembly to the LCD monitor. Be careful not to over tighten the screws.

D. Connect the cables (top of the LCD monitor) to the camera. Use the power, visca in, and s-video receptacles. Make sure the camera power supply is connected to PC.

All camera cables must be connected before powering on the computer.

2. Power and network



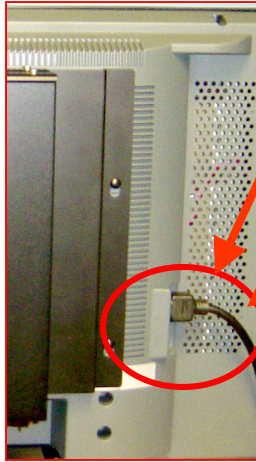
A. Connect the power supply adapter-- a transformer ("brick") with a large 4-prong plug on one end to the computer's power receptacle located on the bottom left side of the computer. The power supply adapter is found in the accessory box.

B. Connect an RJ45 cable from your Internet or LAN (local area network) connection to the bottom of the computer in either RJ45 port.

C. Now attach the DVD/CD-ROM power cable to the rear of the drive located on/near the base of the IPanel. *This drive will not function correctly without the external power adapter attached.*

D. Check all cable to ensure none came loose during shipping.

2. Power and network (continued)



D. On the back of the panel ensure the power cable is connected and the rocker switch is on

Rocker Switch
ON position.



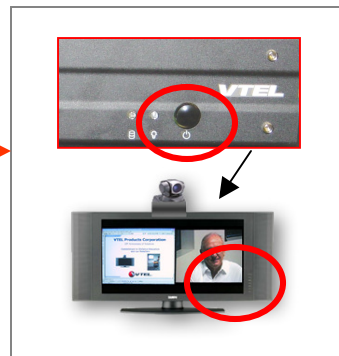
Down Up

E. Configure your External IP network using the Network Configuration Guide in Section 6.

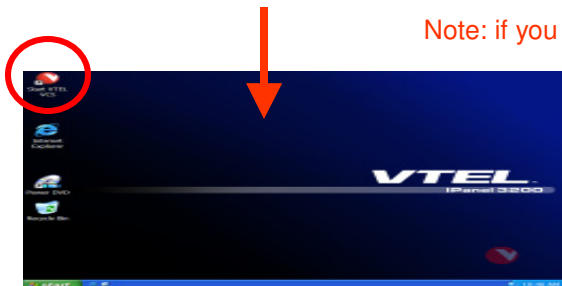
F. The set up is complete. You should not have to do this again unless the system is moved to a new location.

3. Starting up the system

- A. Power on the system using the power button on the top of the computer and the power button on the front of the monitor (all buttons are either on the lower right front or lower right under the edge of the panel).
- B. The system will start up like any other Windows XP computer going through familiar screens.
- C. This computer screen will fill the panel's display



Note: if you do not see the usual Windows XP screens during start up go to section 7.

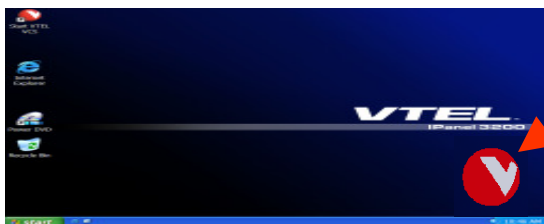


D. Double click on the red "V ball" ("Start VTEL VCS" shortcut) in the upper left corner. This launches the videoconferencing software.

E. After a brief loading process, a large VTEL "V ball" appears on the lower right of the screen. This says that the videoconferencing software is loaded.

Plus

The one button user controls on the wireless keyboard are also now active.



4. System modes

The IPanel has four main modes of operation. You can toggle from one mode to another with one button push using the four function keys highlighted to the right. **Note: these speed function keys only operate when the VTEL VCS software is running (see step 3.D and 3.E).**



Videoconferencing

Normal operation for videoconference-PC information on left, video on right



Videoconferencing

Select VC to see full screen of far site in videoconference



Videoconferencing or Local PC Presentation

Select PC to see full screen of received PC data in videoconference. Select PC to see full size presentation locally when not in a videoconference



TV viewing

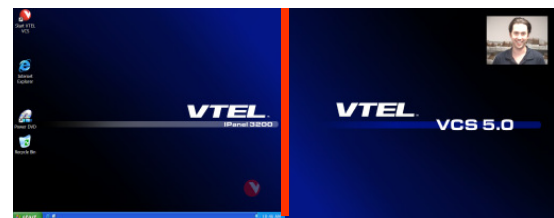
Select TV to see full screen of cable TV programs (includes HDTV tuner)

Notes: (1) changing modes may take about 10 seconds. The flat panel is going through a series of commands to set up the correct display. (2) for PC or VC modes, if you can't see mouse cursor roll it over to left or right.

5. Videoconferencing



- A. Assuming you are starting from step 3E, press PC/VC button (F6)
The screen at right will appear.
The left half is your local PC.
The right half is the videoconferencing section.



Note: The keyboard mouse works normally as a PC mouse when the cursor is in the PC area... and the keyboard mouse works as a videoconferencing controller when the cursor is in the videoconferencing area.

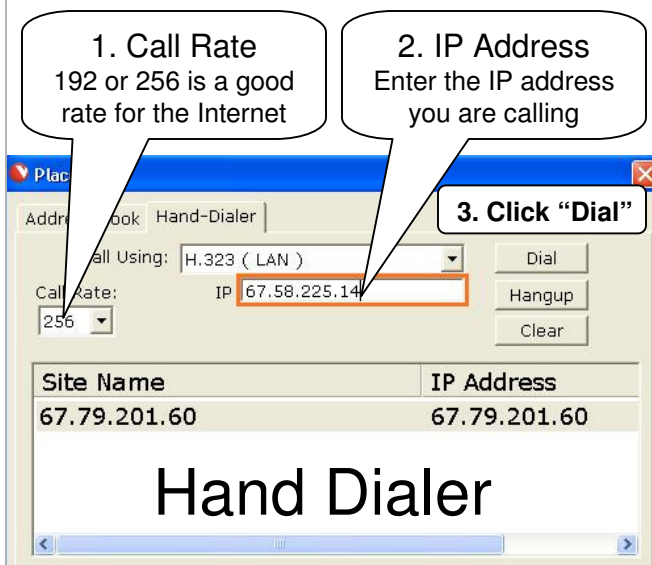
- B. Move the cursor to the right hand section (it will turn blue)
C. Right-click and the videoconferencing menu appears:



Place a Call
Audio Mute
Video Mute
Volume Control
Local Video
My IP Address
Exit VTEL Now
Cancel

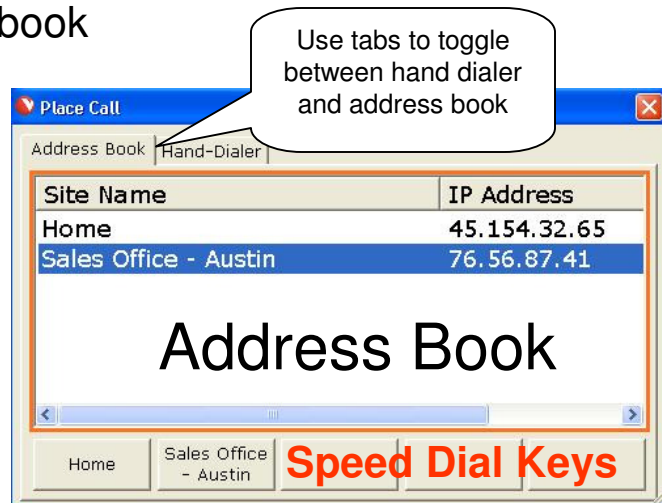
5A. Videoconferencing Menu – Placing a call

Managing the address book



Hand Dialer – for ad-hoc connections

- Use this 3-step process when you just want to connect to another site not in the address book.
- Call yourself in loop back by dialing your own IP address to test that your system is working OK.



Address Book– for routine connections

- From list -- Use your cursor to highlight in blue the site and then "left double click".
- Speed Dial -- Place the cursor over the speed dial key and "left click"
- Put any site on a Speed Dial key by highlighting the horizontal entry and drag and dropping it onto a key.
- To add a site -- Right click in the "address book" (white) portion and bring up menu with "add" at the top. This is how to add sites to your address book.

5B. Videoconferencing Menu

Place a Call
Audio Mute
Video Mute
Volume Control
Local Video
My IP Address
Exit VTEL Now
Cancel



An ICON appears on your VC screen showing status of audio and video mute

Muting -- On Master Menu click:

- Audio Mute so far site cannot hear you
- Video Mute so far site cannot see you
- Undo mute – click on the mute line on Master Menu again or,
- Click on the ICON displayed on your VC screen.



Volume: put your cursor where you want the volume to go and left click.

Slide bar appears on PC side of screen

5C. Camera controls using the keyboard mouse

Using the mouse to control cameras is very natural ... just point where you want the camera to go.

Cursor is small and white when moved into left (PC) zone

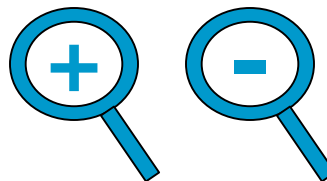
Remote Camera
pan
left/right/up/down

Cursor is big and **blue** when moved into right (VC) zone

Cursor is big and **yellow** when moved into PIP window (PIP) zone

When in PIP zone the cursor controls your local camera in the same way the blue cursor controls the far camera

Left-click (and hold) to move cameras



Zoom In **Zoom Out**

5D. Videoconferencing Menu – Local IP address

Hang Up
Address Book
Audio Mute
Video Mute
Volume Control
Send PC
Local Video
My IP Address
Cancel

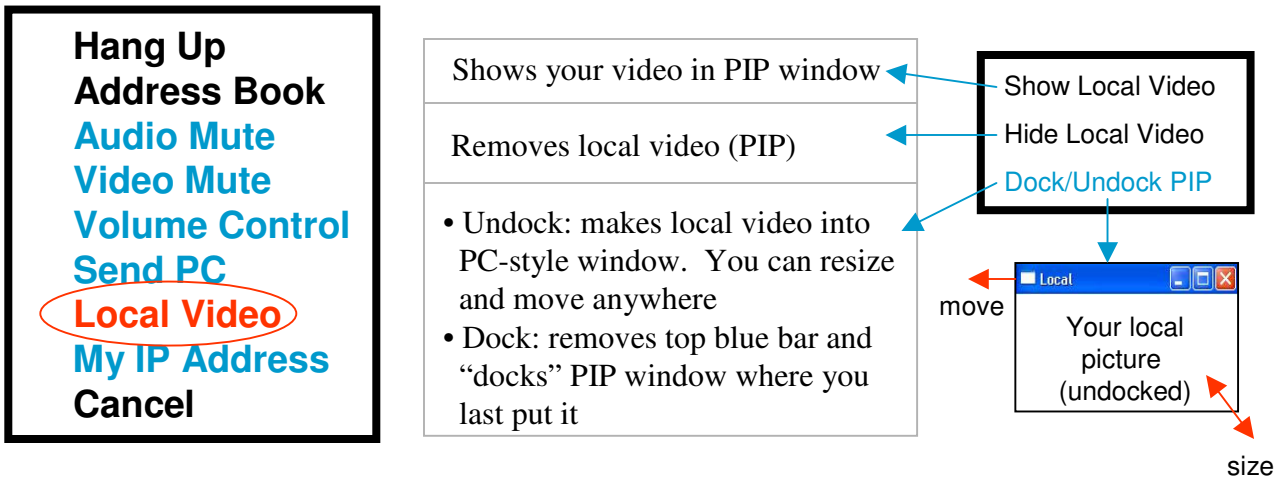
Left-click on "My IP Address". This is the number that other people should call to reach this system. It's like a phone number.

The IP address appears on the top of the PC (left) screen in PC/VC mode. If you are in VC mode (far site video picture only) the IP address will not appear.

Note: VCS 5.0 only detects the user's IP address when it launches. If you change your IP while VCS 5.0 is running it will not know about it and your calls won't work. To remedy this problem, just Exit VCS (by selecting Exit VTEL Now), and then launch VCS 5.0 again.

5E. Videoconferencing Menu – Local Video

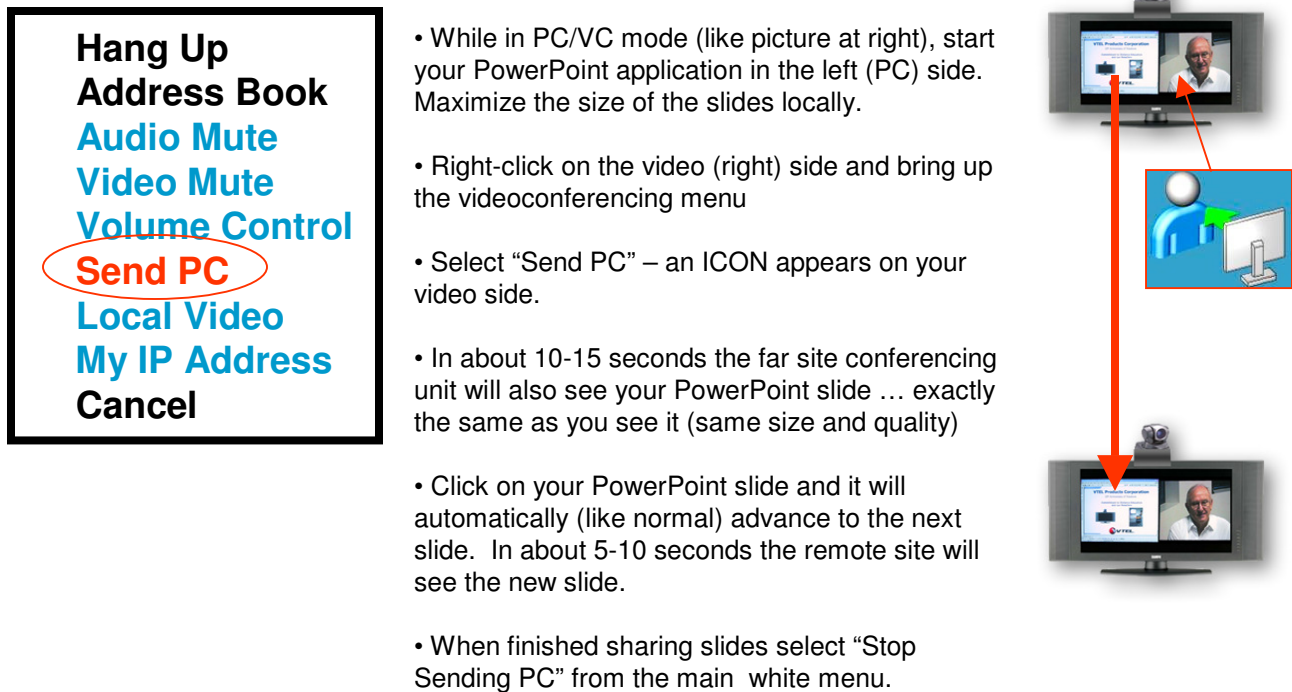
Local Video shows what your local camera is seeing. It normally goes into a PIP (Picture In Picture) window in the videoconferencing section (right side).



5F. Videoconferencing Menu – Send PC

During a videoconference you can present PowerPoint slides (or any other PC application) to the other participants.

For PowerPoint:



Note: The time it takes to transfer a slide is dependent upon the bandwidth of the connection between IPanel systems.

Note: If you are sending PC slides to the far site and they start “Send PC” at their end, it will cancel your Send PC and you will start receiving their PC data.

5G. Viewing PC content full screen (not in a video call)

Your IPanel system is useful as a presentation device in the local conference room when not being used as a videoconferencing system. The large flat panel display is good for group meetings showing local PowerPoint presentations, EXCEL spreadsheets, or any other PC-based application. Use the IPanel just like a VGA projector for the local meeting participants.



PowerPoint Presentations

- Press “PC” button (F8) if VTEL VCS 5.0 is running (see steps 3D and 3E)

Note: Panel may already be in DVI display (computer) mode, in which case you don’t need to launch VTEL VCS 5.0 and press F9

- Open PowerPoint presentation file as you would on any PC/XP computer
- Present slides (full screen)
- Exit PowerPoint



Internet Web browsing

- Press “PC” button (F8) if VTEL VCS 5.0 is running (see steps 3D and 3E)

Note: Panel may already be in DVI display (computer) mode, in which case you don’t need to launch VTEL VCS 5.0 and press F9

- Launch Internet Explorer
- Surf the Web as usual
- Exit Internet Explorer



Tip: Bring your flash drives to the meeting (videoconference or local). Load your PC files into the IPanel. There is a convenient USB port on the upper right-hand side of the IPanel computer.

5H. Viewing cable television or DVDs full screen (not in a video call)



The IPanel is professional grade monitor with HDTV tuner and cable connection



DVD (PC screen)

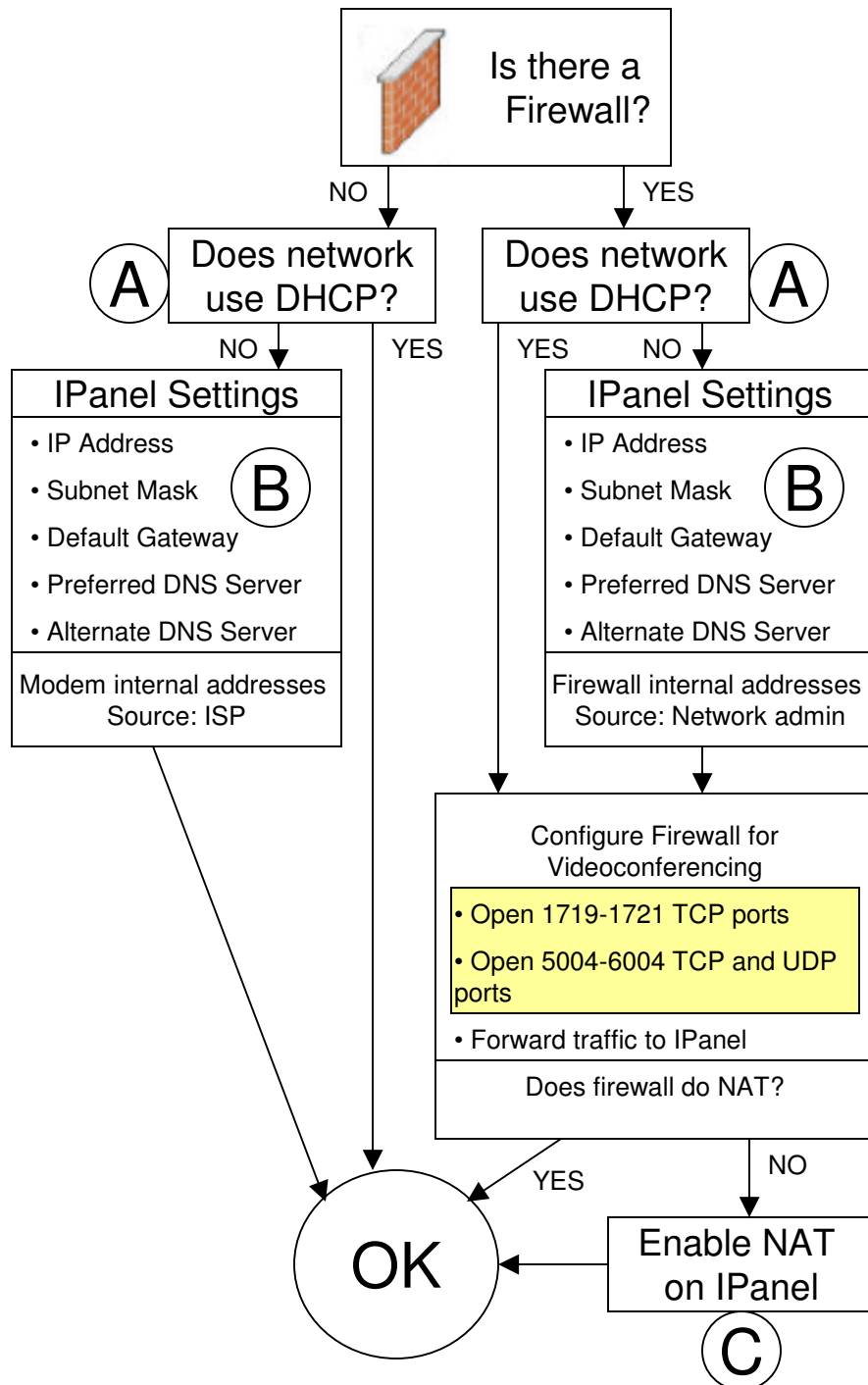
- Press “PC” button (F8) if VTEL VCS 5.0 is running (see steps 3D and 3E)
- Insert DVD into DVD drive on IPanel base
- Double-click “Power DVD” icon on PC “desktop” (VTEL PC blue screen)
- Press “play” button on pop-up menu
- Right click on screen for additional menu choices

Live cable TV viewing (coaxial cable installed)

- Press “TV” button (F9) if VTEL VCS 5.0 is running (see steps 3D and 3E)
- The panel displays live TV. Change channels and volume using the push buttons on the lower right front of the panel. Or use the IR remote control for the flat panel to change channels

6. IPanel Network Setup for Public Internet

- The IPanel is designed to videoconference over the public Internet. The initial setup may involve your local IT (computer network) support person to configure your IP network parameters--especially your network firewall and some internal IPanel settings.
- This will only have to be done once at initial system installation. Thereafter, the user will simply call other videoconferencing systems using the IPanel address book.
- This decision tree flow chart covers all of the common network configuration conditions. Go to the next page for the detailed step-by-step actions required (items A, B, and C)



6. IPanel Network Setup for Public Internet

A

By default, your IPanel is setup to use automatic IP detection (DHCP) on both of its Ethernet ports. If your internal network is configured to use DHCP (which is the most common case) then simply plug in a network cable into either port on the IPanel.

B

- Once you have this information, open up the network properties page on the IPanel by going to **START->CONTROL PANEL->NETWORK CONNECTIONS** on Windows XP
- RIGHT CLICK on "Local Area Connection" or "Local Area Connection 2" and select **PROPERTIES (see note below)** **One connection will say connected, one will say network cable unplugged. Use the connected network choice.**
- In the properties page LEFT CLICK on "Internet Protocol (TCP/IP)" to highlight it and then press the PROPERTIES button.
- Toggle both selections from "Obtain...Automatically" to "USE THE FOLLOWING..." and then enter the five pieces of information you gathered earlier into the appropriate boxes. Once you've entered this information press OK to close the dialog.
- Verify network connectivity by selecting Internet Explorer on the IPanel and connecting to a public web site (it is the same process as any other computer).
- **Note:** there are 2 Ethernet adapters on the back of the IPanel. You can use either one, but if you are setting up a static IP address on your IPanel make sure you setup the same network properties for the same port you plug your cable into. (Facing the back of the iPanel adapter 1 is on the left ("Local Area Connection") and adapter 2 ("Local Area Connection 2") is on the right. It's perfectly ok to set-up both adapters with the same information.)

C

Load VTEL's System Configuration. Under the Network tab, check the "Enable NAT" box and enter your public/external IP address in the box (you may have to ask your ISP/Network Administrator for this address). Press "OK" to close System Configuration and apply the settings.

7. Manual control of panel display mode

If you don't see the normal Windows XP screens during start up of the IPanel system, it is usually because the flat panel is not in "DVI" mode (this is the computer display mode). The Panel remembers the last mode it was displaying just before shutdown. It will be in that mode during the subsequent startup. For example, if you were watching TV and then turned the system off, it will restart in TV mode. You will need to go to the manual control buttons on the lower right of the panel (on front or under the edge). Select the button labeled "input". Press this button slowly until you see "DVI" appear on the panel. You will cycle through seven inputs (DVI, Cable Channel, AV1, AV2, Component 1, Component 2, and RGB).

However, if you power up and power down via the computer display mode you won't have to manually change the panel display mode.

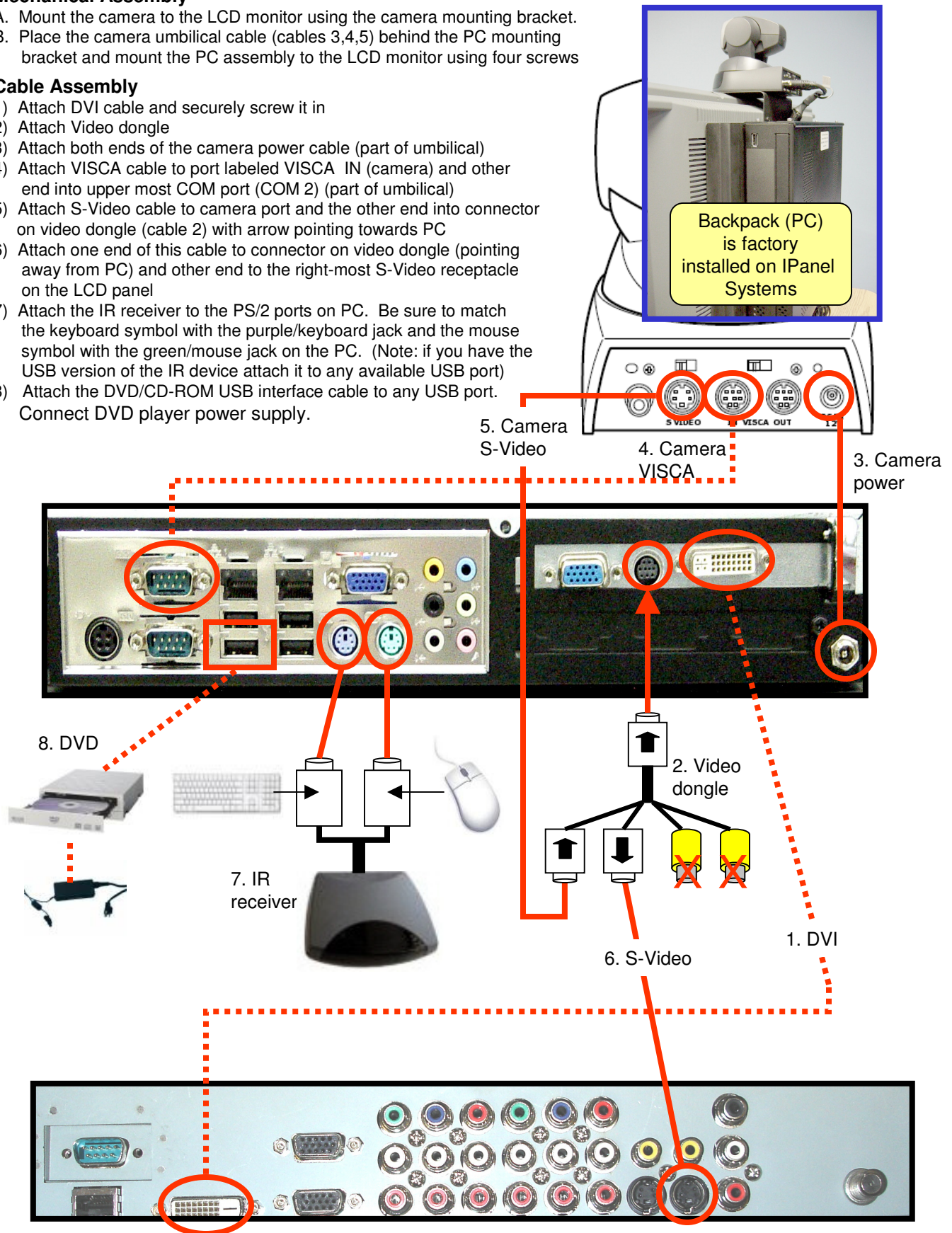
2600/3200/4200 Series: Attaching VTEL Backpack (PC) to LCD Flat Panel

Mechanical Assembly

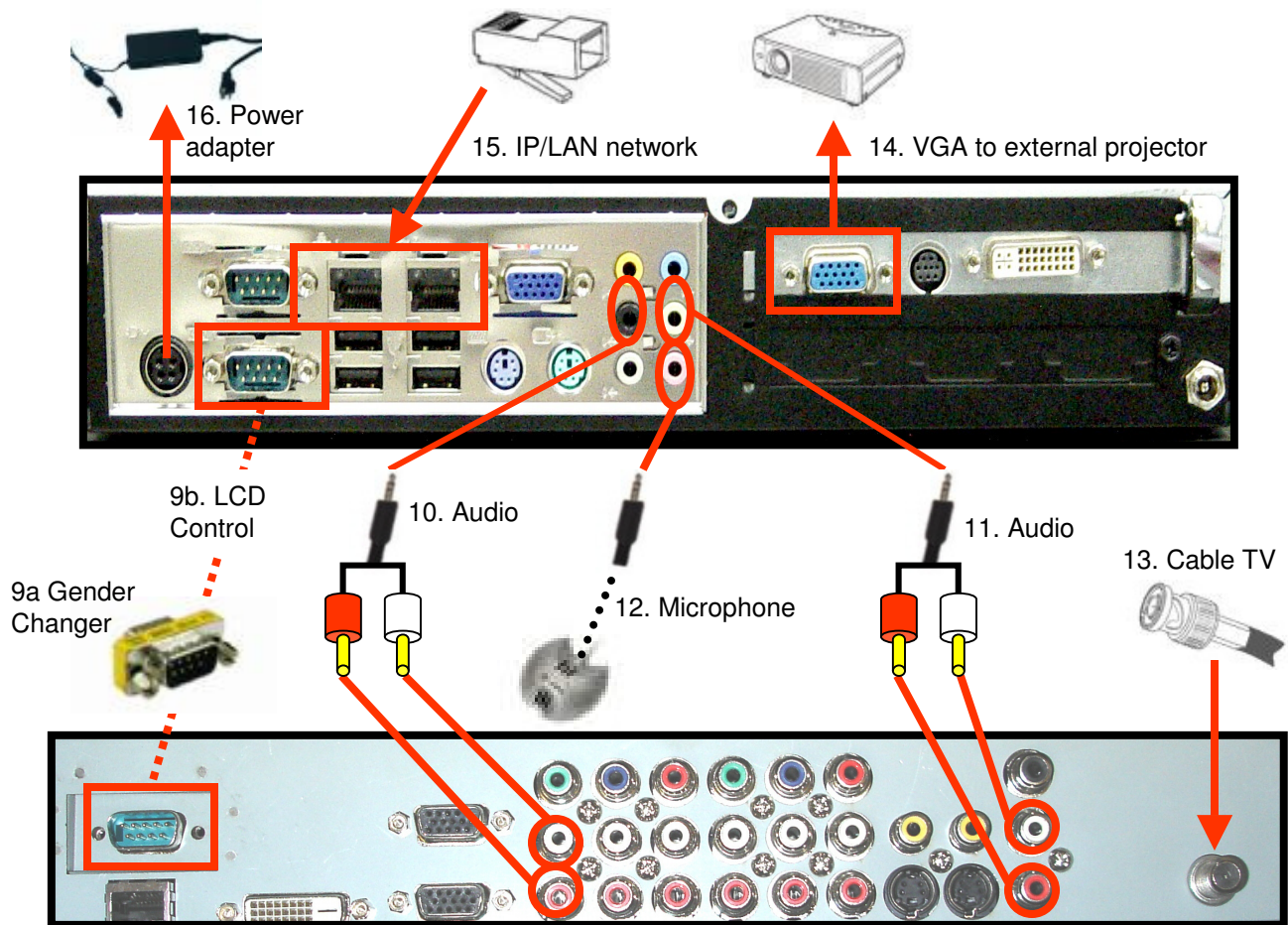
- Mount the camera to the LCD monitor using the camera mounting bracket.
- Place the camera umbilical cable (cables 3,4,5) behind the PC mounting bracket and mount the PC assembly to the LCD monitor using four screws

Cable Assembly

- Attach DVI cable and securely screw it in
- Attach Video dongle
- Attach both ends of the camera power cable (part of umbilical)
- Attach VISCA cable to port labeled VISCA IN (camera) and other end into upper most COM port (COM 2) (part of umbilical)
- Attach S-Video cable to camera port and the other end into connector on video dongle (cable 2) with arrow pointing towards PC
- Attach one end of this cable to connector on video dongle (pointing away from PC) and other end to the right-most S-Video receptacle on the LCD panel
- Attach the IR receiver to the PS/2 ports on PC. Be sure to match the keyboard symbol with the purple/keyboard jack and the mouse symbol with the green/mouse jack on the PC. (Note: if you have the USB version of the IR device attach it to any available USB port)
- Attach the DVD/CD-ROM USB interface cable to any USB port. Connect DVD player power supply.



Attaching VTEL Backpack to LCD Flat Panel



Cable Assembly Continued

- 9a) Attaching Gender Changer (GC) to 9-pin male connector on LCD panel. First, remove nuts (if present) from GC. Second, attach GC to panel and tighten nuts. **Note: it's a tight fit. You may need to loosen the panel connector's hold-down nuts to lower them in order to thread with GC's screw. When you tighten GC's screws it will also tighten the panel connector's hold-down nuts.**
- 9b) Screw in each end of the LCD panel control cable. Be sure to use the lower COM port (COM 1) on the PC
- 10) Plug one end of this audio cable into the black receptacle on PC. Match the red and white jacks to their left-most audio receptacles on LCD
- 11) Plug one end of this audio cable into the green receptacle on PC. Match the red and white jacks to their right-most audio receptacles on LCD
- 12) Plug in microphone into pink jack on the PC
- 13) If available, plug in your coaxial cable TV feed for TV viewing
- 14) If available, attach an external VGA display/projector to the PC.
- 15) Attach your RJ-45 IP/LAN network cable to either port on PC
- 16) Attach the power cable here and plug AC side into a surge protector

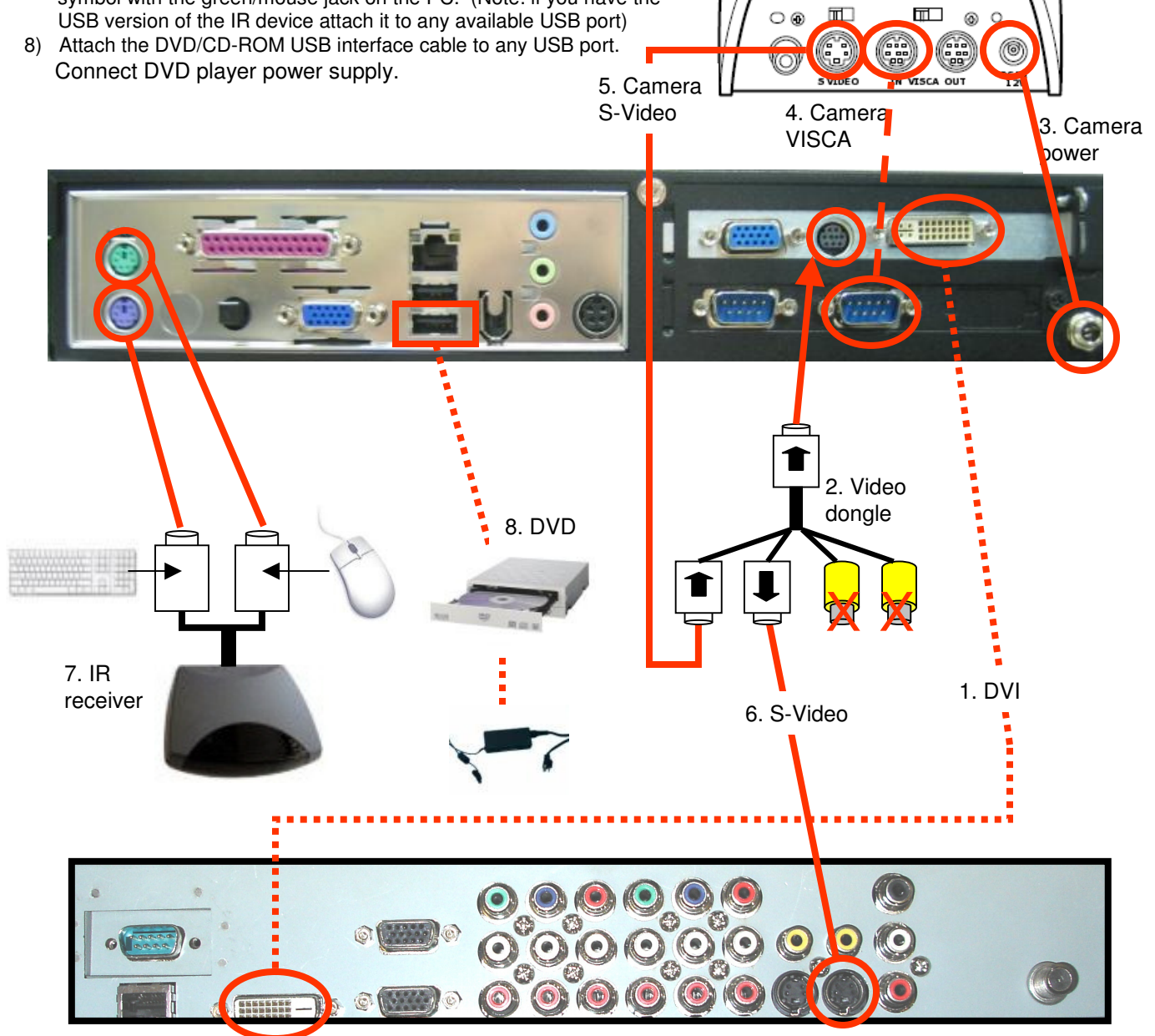
2601/3201/4201 Series: Attaching VTEL Backpack (PC) to LCD Flat Panel

Mechanical Assembly

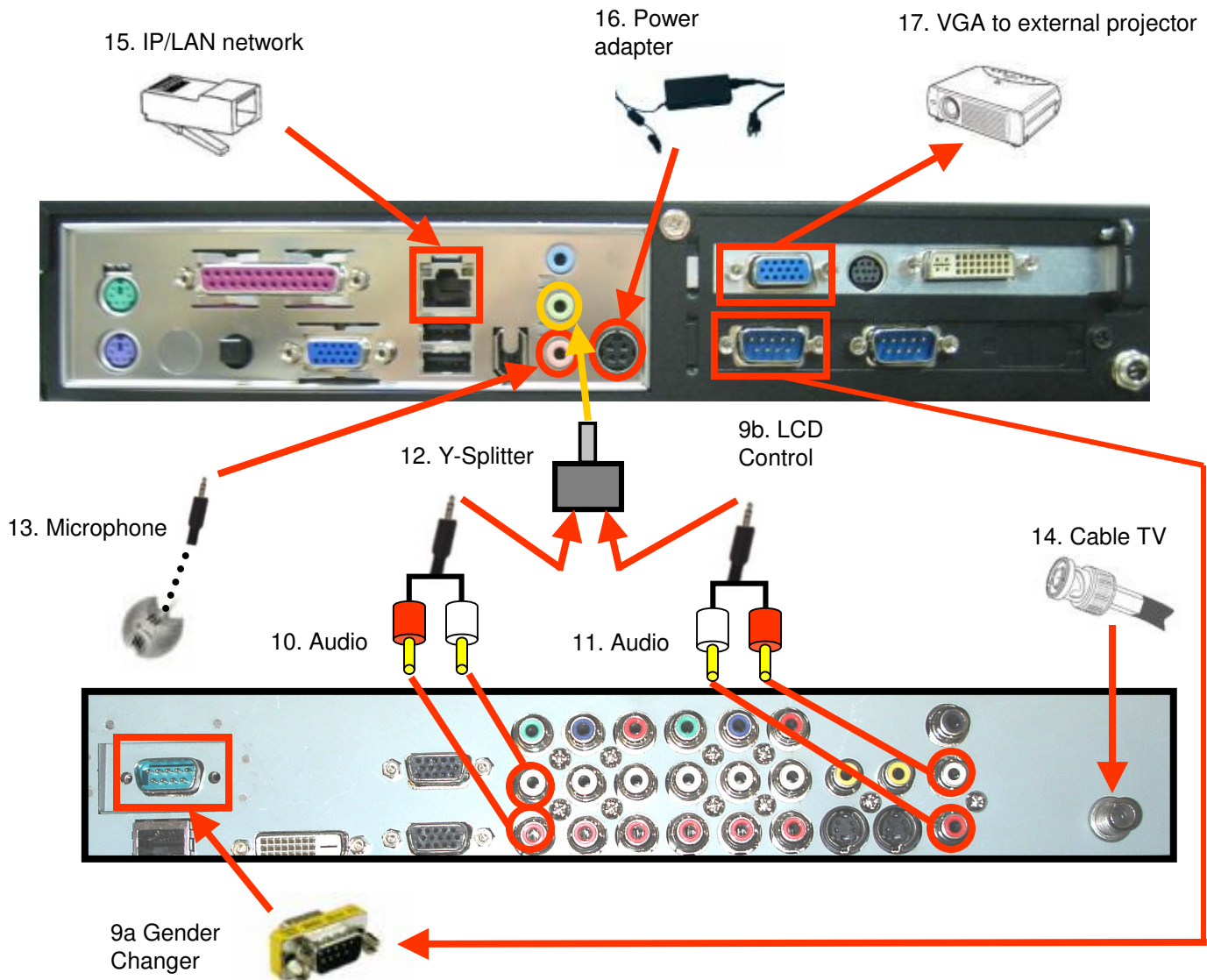
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- 6) Attach one end of this cable to connector on video dongle (pointing away from PC) and other end to the right-most S-Video receptacle on the LCD panel
- 7) Attach the IR receiver to the PS/2 ports on PC. Be sure to match the keyboard symbol with the purple/keyboard jack and the mouse symbol with the green/mouse jack on the PC. (Note: if you have the USB version of the IR device attach it to any available USB port)
- 8) Attach the DVD/CD-ROM USB interface cable to any USB port. Connect DVD player power supply.



Attaching VTEL Backpack to LCD Flat Panel



Cable Assembly Continued

- 9a) Attaching Gender Changer (GC) to 9-pin male connector on LCD panel. First, remove nuts (if present) from GC. Second, attach GC to panel and tighten nuts. **Note: it's a tight fit. You may need to loosen the panel connector's hold-down nuts to lower them in order to thread with GC's screw. When you tighten GC's screws it will also tighten the panel connector's hold-down nuts.**
- 9b) Screw in each end of the LCD panel control cable. Be sure to use the lower COM port (COM 1) on the PC
- 10) Plug one end of this audio cable into the Y-splitter. Match the red and white jacks to their left-most audio receptacles on LCD
- 11) Plug one end of this audio cable into the into the Y-splitter. Match the red and white jacks to their right-most audio receptacles on LCD
- 12) Plug the Y-splitter into the green mic jack on the PC.
- 13) Plug in microphone into pink jack on the PC
- 14) If available, plug in your coaxial cable TV feed for TV viewing
- 15) Attach your RJ-45 IP/LAN network cable to either port on PC
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